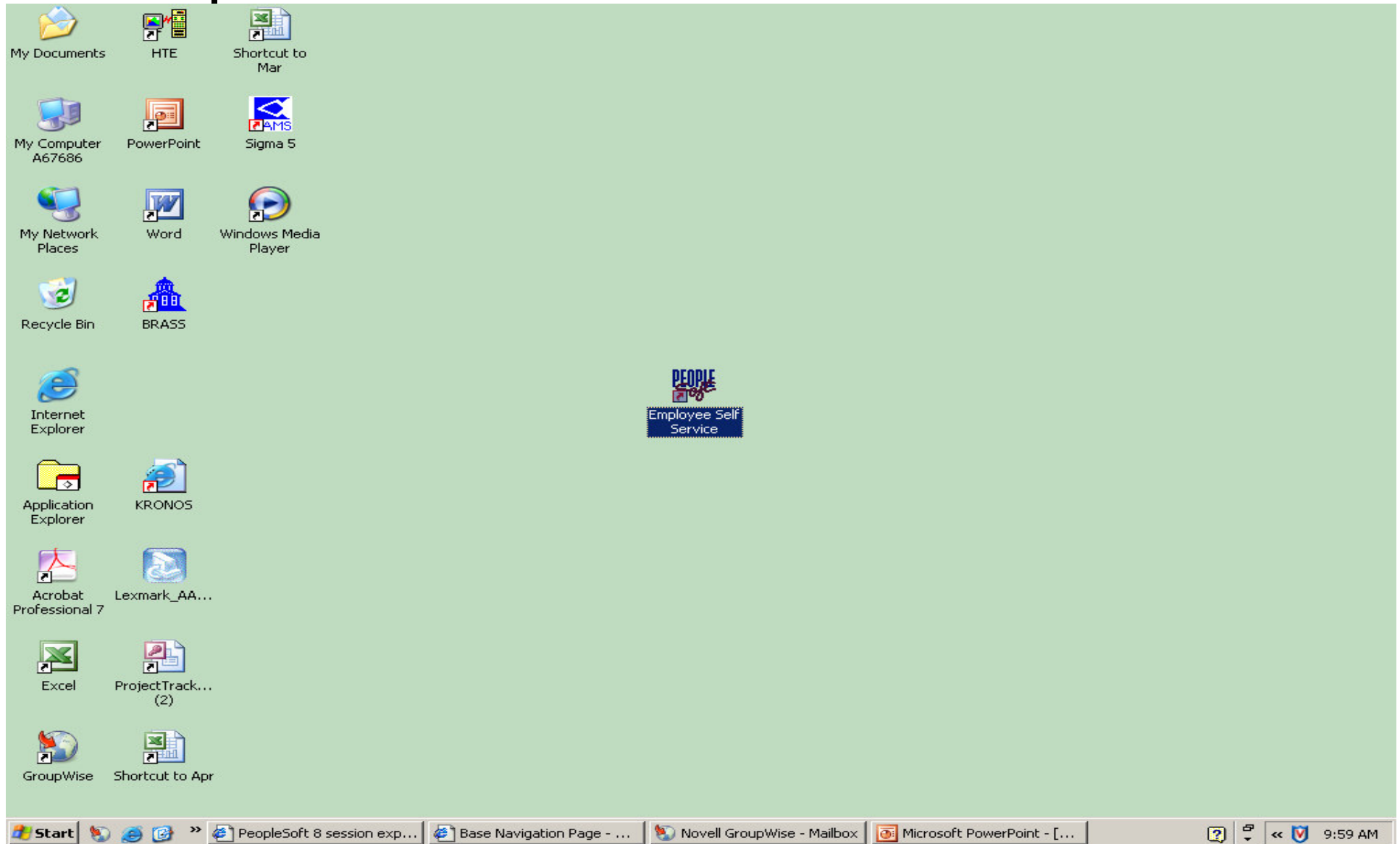


# Personal Data Management

Access Instructions and Overview



# Desk Top Access





# Sign-On Page

Oracle | PeopleSoft Enterprise 8 Sign-in - Microsoft Internet Explorer

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Address <https://hrms.fresno.gov/psp/hr89prod/?cmd=login> Go Links Settings

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**ORACLE**

**PEOPLESFT ENTERPRISE**

**HR 8.9 Production**

User ID:

Password:

**Sign In**

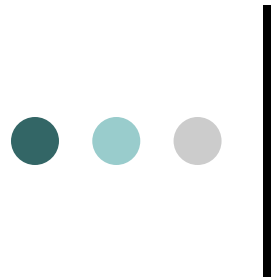
**Select a Language:**

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>

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Done Trusted sites

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# Entering USERID & Password

- If you have a Novell Account – use your Novell USERID and Password
  - Your Novell Account USERID & Password are the one's you use when you first log into your computer
  - If you still have trouble signing on, please contact
    - Help Desk x 7100



# Entering USERID & Password

- Your USERID is listed on your paycheck stub. It is the alpha portion of your Employee ID.
  - Example: 12345 BARNEYP
- Your Password is a formula that uses your USERID and other information:
  - **PasswordUSERIDBYSS##**
  - **USERID:** your USERID in all capital letters
  - **BY:** the last 2 digits of your **Birth Year**
  - **SS##:** the last 4 digits of your **Social Security Number**
  - After your first log-in: you will be prompted to create a new password.
  - If you have trouble logging in – please contact Personnel x 6950.



# PeopleSoft 8.9 Home Page

The screenshot shows the PeopleSoft 8.9 Home Page as viewed in Microsoft Internet Explorer. The browser window title is "Employee-facing registry content - Microsoft Internet Explorer". The address bar shows the URL: <https://hrms.fresno.gov/psp/hr89prod/EMPLOYEE/HRMS/h/?tab=DEFAULT>. The page features the Oracle logo at the top left. Below the logo, there are links for "Personalize Content" and "Layout". On the right side of the page, there are links for "Home", "Add to Favorites", "Sign out", and "Help". A "Menu" sidebar is visible on the left, containing a search box and a list of navigation items: My Favorites, Self Service, Workforce Administration, Benefits, Payroll for North America, Workforce Development, Organizational Development, Workforce Monitoring, Set Up HRMS, Tree Manager, Reporting Tools, PeopleTools, COF Processing, COF Reports, Change My Password, My Personalizations, My System Profile, and My Dictionary. The Windows taskbar at the bottom shows several open applications: Start, Novell GroupWise - Cale..., Employee-facing regi..., Sr. HR Tech 2008 - Micro..., and Microsoft PowerPoint - [...]. The system clock in the bottom right corner displays "8:54 AM".



# Self Service

Base Navigation Page - Microsoft Internet Explorer

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Address [https://hrms.fresno.gov/psp/hr89prod/EMPLOYEE/HRMS/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt\\_fname=CO\\_EMPLOYEE\\_SELF\\_SERVICE](https://hrms.fresno.gov/psp/hr89prod/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE) Go Links >>

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Home Add to Favorites Sign out

**Menu**

Search:

My Favorites

Self Service

- Personal Information
- Payroll and Compensation

Workforce Administration

Benefits

Payroll for North America

Workforce Development

Organizational Development

Workforce Monitoring

Set Up HRMS

Tree Manager

Reporting Tools

PeopleTools

COF Processing

COF Reports

[Change My Password](#)

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[My Dictionary](#)

**Main Menu >**

## Self Service

Navigate to your self service information and activities.

**Personal Information**

Review and update your personal information.

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contacts](#)
- [Marital Status](#)
- [Name Change](#)
- [Ethnic Groups](#)

**Payroll and Compensation**

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- [View Paycheck](#)
- [Direct Deposit](#)
- [Compensation History](#)
- [W-4 Tax Information](#)
- [W-2 Reissue Request](#)

Start Novell GroupWise - Cale... Base Navigation Page... Sr. HR Tech 2008 - Micro... Microsoft PowerPoint - [...]

Trusted sites

8:56 AM



# Personal Information

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## Personal Information

Review and update your personal information.

<b>Personal Information Summary</b> Review a summary of your personal information.	<b>Home and Mailing Address</b> Review and update your home and mailing addresses.	<b>Phone Numbers</b> Add or update phone numbers, or specify your primary phone number.
<b>Email Addresses</b> Add or update your email addresses.	<b>Emergency Contacts</b> Add or update your emergency contact information.	<b>Marital Status</b> Update your marital status.
<b>Name Change</b> Review or update your name information.	<b>Ethnic Groups</b> Add or update ethnic groups, or specify your primary ethnic group.	

Start Novell GroupWise - Cale... Base Navigation Page... Sr. HR Tech 2008 - Micro... Microsoft PowerPoint - [...]

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# Payroll and Compensation

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**ORACLE** Home Add to Favorites Sign out

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**Payroll and Compensation**

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

<b>View Paycheck</b> Review current and prior paychecks.	<b>Direct Deposit</b> Add or update your direct deposit information.	<b>Compensation History</b> Review compensation history for base, variable, and stock options.
<b>W-4 Tax Information</b> Review or change your W-4 information.	<b>W-2 Reissue Request</b> Request a reissued W-2.	



# Where Can I Access?

- Any City Network Computer
- Room 1054 in City Hall from 9am-4pm every Friday in May
- Personnel Services Department
- In the coming weeks, departments will have Personal Data Management stations set up in general access areas